



**General Services Administration
Federal Acquisition Service**
Authorized Federal Supply Schedule Price List

Professional Service Schedule (PSS)
Federal Supply Group: 00CORP Class: R499
Contract Number: GS-10F-055BA
Contract Period: - December 16, 2013 through December 15, 2018

Contractor: **COLLABRALINK TECHNOLOGIES
INCORPORATED
220 N Vine ST
Hinsdale, IL 60521 3319**

Business Size: Small, Disadvantaged, 8(a) Business
Telephone: (703) 639-1780
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Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

1.0 CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
874-7	874-7RC	Integrated Business Program Support Services
874-1	874-1RC	Integrated Consulting Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.

7. Quantity discounts: None Offered

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$2,500

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es): Same as Contractor

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es): Same as company address

15. Warranty provision.: Contractor’s standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 143739998

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

2.0 PRICELIST

Company Background/Brief History:

Founded in 2003, CollabraLink is located in McLean, VA and Hinsdale, IL. CollabraLink provides business consulting services & solutions using technology as an enabler to commercial and government clients. CollabraLink's services are based on strategies and industry-proven methodologies for program and project management, subject matter expertise, consulting, business & systems analysis, and process improvement. We offer services in the following two SINS covered in the GSA MOBIS Federal Supply Schedule:

Integrated Consulting Services – SIN 874-1

CollabraLink's consulting services are the foundation of our management, organizational, and business improvement engagements. Our team of managers, consultants, subject matter experts, analysts, and engineers bring to these engagements first-hand experience with commercial best practices, broad subject matter expertise, and a deep understanding of the marketplace. We deliver services to help our clients to be a high-performing and customer-driven organization. CollabraLink typically meets with the client to identify the client needs, then recommend an appropriate approach given certain parameters such as deadlines, availability and resource constraints. As the client is deploying the approach, we coach/consult to help the client stay focused and on track.

Integrated Business Program Support Services – SIN 874-7

CollabraLink provides high-quality program integration and project management services in our management, organizational, and business improvement projects. Our services facilitate the timely and efficient achievement of each program and project engagement. This way, clients are ensured of the optimal return on their investments and accomplishment of targeted performance objectives. CollabraLink consultants serve as program team leaders and facilitators in driving the entire program design, implementation, and change processes. They ensure and promote optimal organizational alignment, cross-functional participation, and resource allocation to realize the identified goals and objectives of the program. CollabraLink works with all assigned personnel and stakeholders to gain broad program understanding, support, and cohesiveness. CollabraLink project management includes: project planning, project monitoring and control, integrated project management, project risk management, and quantitative project management.

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SINS	GSA Labor Category	Year 3 12/16/2015 – 12/15/2016	Year 4 12/16/2016 – 12/15/2017	Year 5 12/16/2017 – 12/15/2018
874-1 & 874-4	Business Analyst I	\$ 74.89	\$ 74.89	\$ 74.89
874-1 & 874-4	Business Analyst II	\$ 98.14	\$ 98.14	\$ 98.14
874-1 & 874-4	Business Analyst III	\$ 111.32	\$ 111.32	\$ 111.32
874-1 & 874-4	Communication/Outreach Support	\$ 110.16	\$ 110.16	\$ 110.16

SINS	GSA Labor Category	Year 3 12/16/2015 – 12/15/2016	Year 4 12/16/2016 – 12/15/2017	Year 5 12/16/2017 – 12/15/2018
874-1 & 874-4	Environmental Analyst	\$ 123.73	\$ 123.73	\$ 123.73
874-1 & 874-4	Financial Analyst	\$ 88.22	\$ 88.22	\$ 88.22
874-1 & 874-4	Management Analyst	\$ 73.56	\$ 73.56	\$ 73.56
874-1 & 874-4	Program Analyst I	\$ 137.04	\$ 137.04	\$ 137.04
874-1 & 874-4	Program Analyst II	\$ 163.39	\$ 163.39	\$ 163.39
874-1 & 874-4	Project Administrator	\$ 77.87	\$ 77.87	\$ 77.87
874-1 & 874-4	Project Manager I	\$ 127.64	\$ 127.64	\$ 127.64
874-1 & 874-4	Project Manager II	\$ 137.76	\$ 137.76	\$ 137.76
874-1 & 874-4	Project Manager III	\$ 167.44	\$ 167.44	\$ 167.44
874-1 & 874-4	Subject Matter Expert (SME) I	\$ 204.13	\$ 204.13	\$ 204.13
874-1 & 874-4	Subject Matter Expert (SME) II	\$ 239.89	\$ 239.89	\$ 239.89
874-1 & 874-4	Subject Matter Expert (SME) III	\$ 278.20	\$ 278.20	\$ 278.20

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire PSS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

3.0 LABOR CATEGORY DESCRIPTIONS

Business Analyst I (formerly Business Analyst)

Minimum Experience: Must have two (2) years of experience in the appropriate area. May have expert credentials or be recognized as an authority.

Functional Responsibilities: Provides general functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. Assists in leading the information technology teams with understanding business requirements and the analysis, evaluation, and implementation of systems and other relevant tasks.

Minimum Education: B.A. or B.S. degree in Business, Finance, Management, Information Systems or another applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree.

Business Analyst II (formerly Senior Business Analyst)

Minimum Experience: Must have at least four (4) years of experience in the appropriate area. May have expert credentials or be recognized as an authority.

Functional Responsibilities: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. May include subject matter and unique technical knowledge. Leads information technology teams with understanding business requirements and the analysis, evaluation, and implementation of systems and other relevant tasks.

Minimum Education: B.A. or B.S. degree in Business, Finance, Management, Information Systems or another applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree. Post graduate degree may substitute for two (2) years of experience.

Business Analyst III

Minimum Experience: Must have at least six (6) years of experience in the appropriate area. May have expert credentials or be recognized as an authority.

Functional Responsibilities: Provides task unique functional expertise necessary to interpret requirements, ensure responsiveness, and achieve successful performance. May include subject matter and unique technical knowledge. Leads information technology teams with understanding business requirements and the analysis, evaluation, and implementation of systems and other relevant tasks.

Minimum Education: B.A. or B.S. degree in Business, Finance, Management, Information Systems or another applicable field. An additional eight (8) years of experience and an Associate's degree or an additional 12 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree. Post graduate degree may substitute for two (2) years of experience.

Management Analyst

Minimum Experience: Must have two (2) years of experience in the appropriate area. May have expert credentials or be recognized as an authority.

Functional Responsibilities: Gathers and organizes information on problems or procedures. Analyzes data gathered and develops solutions or alternative methods of proceeding. Works with the client to ensure successful functioning of newly implemented systems or procedures. Develops reports and consults with management and users about format, distribution, and purpose, and to identify problems and improvements. Interviews personnel and conducts on-site observations to ascertain unit functions and work performed and methods, equipment, and personnel used. Documents findings of study and prepares recommendations for implementation of new systems, procedures, or organizational changes. Prepares manuals and trains workers in use of new forms, reports, procedures or equipment, according to organizational policy. Designs, evaluates, recommends, and approves changes to documents and reports. Plans studies of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis.

Minimum Education: B.A. or B.S. degree in Business, Finance, Management, Information Systems or another applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree.

Program Analyst I (formerly Program Analyst – Junior)

Minimum Experience: Must have one (1) year of experience in the appropriate area. May have expert credentials or be recognized as an authority.

Functional Responsibilities: Under the supervision of a Program Analyst, plans, coordinates, and develops comprehensive reports to improve the overall development and execution of organizational programs. This includes quantitative or qualitative analysis and evaluation of programs and providing management with information about improving initiatives and strategic plans. Implements new policies, allocates needed resources, and oversees the development of facilities, systems, and financial budgets for the program.

Minimum Education: B.A. or B.S. degree in Business, Finance, Management, Information Systems or another applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree.

Program Analyst II (Formerly Program Analyst – Senior)

Minimum Experience: Must have four (4) years of experience in the appropriate area. May have expert credentials or be recognized as an authority.

Functional Responsibilities: Plans, coordinates, and develops comprehensive reports to improve the overall development and execution of organizational programs. This includes quantitative or qualitative analysis and evaluation of programs and providing management with information about improving initiatives and strategic plans. Implements new policies, allocates needed resources, and oversees the development of facilities, systems, and financial budgets for the program.

Minimum Education: B.A. or B.S. degree in Business, Finance, Management, Information Systems or another applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree. Post graduate degree may substitute for two (2) years of experience.

Communication/Outreach Support

Minimum Experience: Must have four (4) years of experience in the appropriate area.

Functional Responsibilities: Develops, executes, and manages comprehensive strategic communications plans; Reviews clients' existing images, messages, strategies, plans, programs and/or "products" and delivers them through appropriate medium (e.g., print, broadcast, etc.); Selects the most appropriate mix of media - print, broadcast, and Internet to achieve desired objectives of the client; Prepares communication audits for clients with recommendations, solutions for future projects and/or more successful outcomes; Manages multiple promotional/outreach and PR programs through detailed communication goals, targets, budgets, media utilization and marketing messages; Reviews, revises or develops client branding and promotional material and information kits to distribute to target populations; Defines and achieves the correct style and tone for written pieces with close attention to quality control of spelling, grammar and punctuation; Prepares interview talking points or speeches delivered by client or other spokesperson. Has an in- depth understanding of the issue as well as the speaker's style, strengths and limitations to effectively write material for him/her that is plausible and deliverable; Conducts follow-up evaluation of outreach efforts and event outcomes utilizing various resources (tracking sigma encoding, press clipping services, surveys, follow-up phone calls) to improve future outreach efforts.

Minimum Education: B.A. or B.S. degree in an applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree. Post graduate degree may substitute for two (2) years of experience.

Environmental Analyst

Minimum Experience: Must have four (4) years of experience in a related field.

Functional Responsibilities: Performs environmental tests and performs analysis. Makes structured observations and evaluates results. Makes recommendations for maintaining compliance with regulatory requirements. Familiar with analytical concepts, practices, and procedures within a related field. Relies on experience and judgment to plan and accomplish goals.

Minimum Education: B.A. or B.S. degree in an applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree. Post graduate degree may substitute for two (2) years of experience.

Subject Matter Expert (SME) I

Minimum Experience: Must have five (5) years of experience in the appropriate area.

Functional Responsibilities: Provides expert support, analysis, and research into especially complex problems and processes under broad direction. Provides technical direction, interprets

requirements, and performs analysis of alternatives. Thinks independently and demonstrates superior written and oral communications skills. Possesses a complete understanding and wide experience in the application of relevant principles, theories, and concepts. Independently develops solutions. Expertise is in a particular domain or area of Information Technology.

Minimum Education: B.A. or B.S. degree in an applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree. Post graduate degree may substitute for two (2) years of experience.

Subject Matter Expert (SME) II

Minimum Experience: Must have ten (10) years of experience in the appropriate area.

Functional Responsibilities: Provides expert support, analysis, and research into exceptionally complex problems and processes with minimal direction. Provides technical direction, interprets requirements, and performs analysis of alternatives. Thinks independently and demonstrates exceptional written and oral communications skills. May function in a leadership role. Possesses expertise and wide experience in the application of relevant principles, theories, and concepts. Solves complex problems that require the regular use of ingenuity and creativity. Expertise is in a particular domain or area of Information Technology.

Minimum Education: B.A. or B.S. degree in an applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree. Post graduate degree may substitute for two (2) years of experience.

Subject Matter Expert (SME) III

Minimum Experience: Must have ten (10) years of experience in the appropriate area.

Functional Responsibilities: Provides expert support, analysis, and research into exceptionally complex problems and processes. Serves as technical expert providing technical direction, interprets requirements, and performs analysis of alternatives. Thinks independently and demonstrates exceptional written and oral communications skills. Understands and applies advanced principles, theories, and concepts. May function in a leadership role. Solves exceptionally complex problems that require solutions which are highly innovative. Expertise is in a particular domain or area of Information Technology.

Minimum Education: M.A. or M.S. degree in an applicable field. Doctorate degree may substitute for two (2) years of experience.

Financial Analyst

Minimum Experience: Must have four (4) years of experience in the appropriate area.

Functional Responsibilities: Participates in the development of budgets. Determines cost of operations by establishing standard costs and collecting operational data. Develops forecasts and determines financial status by comparing and analyzing actual results with plans and forecasts. Establishes and enforces financial policies and procedure. Improves financial status by analyzing

results, monitoring variances, identifying trends, and recommending actions to management. Reconciles transactions by comparing and correcting data.

Minimum Education: B.A. or B.S. degree in an applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree. Post graduate degree may substitute for two (2) years of experience.

Project Administrator

Minimum Experience: Must have two (2) years of experience in the appropriate area.

Functional Responsibilities: Responsible for project budget development, project financial management, analysis of project documentation, compilation of invoices, and submission of required supporting documentation. Maintains and updates the project schedule. Under direction of project leaders, assists in data collection, analysis, and writing.

Minimum Education: B.A. or B.S. degree in an applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree. Post graduate degree may substitute for two (2) years of experience.

Project Manager I

Minimum Experience: Must have two (2) years of experience required specializing in management, resource allocation, or information technology.

Functional Responsibilities: Manage projects, tasks, and/or subtasks. Advise and assist project staff on execution of specific project requirements. May be responsible for management of complete project or specific task elements. Implements directives and schedules necessary to ensure effective project management. Possesses knowledge of concepts, practices, and procedures in several technical and management fields.

Minimum Education: B.A. or B.S. degree in an applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree. Post graduate degree may substitute for two (2) years of experience.

Project Manager II

Minimum Experience: Must have four (4) years of experience required specializing in management, resource allocation, or information technology, including full cycle software/web development and/or implementation knowledge.

Functional Responsibilities: Manage projects, tasks, and/or subtasks. Advise and assist project staff on execution of specific project requirements. May be responsible for management of complete project or specific task elements. Implements directives and schedules necessary to ensure effective project management. Possesses a detailed knowledge of concepts, practices, and procedures in several activity, technical, and management fields.

Minimum Education: B.A. or B.S. degree in an applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school

diploma or GED may be substituted for a Bachelor's degree. Post graduate degree may substitute for two (2) years of experience.

Project Manager III

Minimum Experience: Nine (9) years of experience required specializing in management, resource allocation, or information technology, including full cycle software/web development and/or implementation expertise.

Functional Responsibilities: Manage projects, tasks, and/or subtasks. Advise and assist project staff on execution of specific project requirements. May be responsible for management of complete project or specific task elements. Implements directives and schedules necessary to ensure effective project management. Possesses a detailed knowledge of concepts, practices, and procedures in several activity, technical, and management fields. Provides technical consulting on complex projects and provides detailed guidance and direction to project staff.

Minimum Education: B.A. or B.S. degree in an applicable field. An additional four (4) years of experience and an Associate's degree or an additional 8 years of experience and a high school diploma or GED may be substituted for a Bachelor's degree. Post graduate degree may substitute for two (2) years of experience.